Live Demo

Time, Leave, and Attendance (TLA) Status Update

Bob Covington, CPA
Director, Accounting & Financial Services

**Washington State
Department of Transportation**

Why TLA, why now?

WSDOT's current time, leave and attendance systems were custom built in the 80's. They are old, unstable, and do not support current business needs. Challenges include:

- Timekeeping processes are labor intensive and paper-based with manual reviews and approvals prior to data entry into timekeeping or payroll systems.

- Current timekeeping processes are often at risk for entry errors.

- Implementing, tracking and enforcing provisions of collective bargaining agreements is difficult, primarily relying upon manual processes.

- Current WSDOT timekeeping systems rely upon weighted labor rates which are a mix of actual and estimated expenditures and create challenges in reporting and budget management.
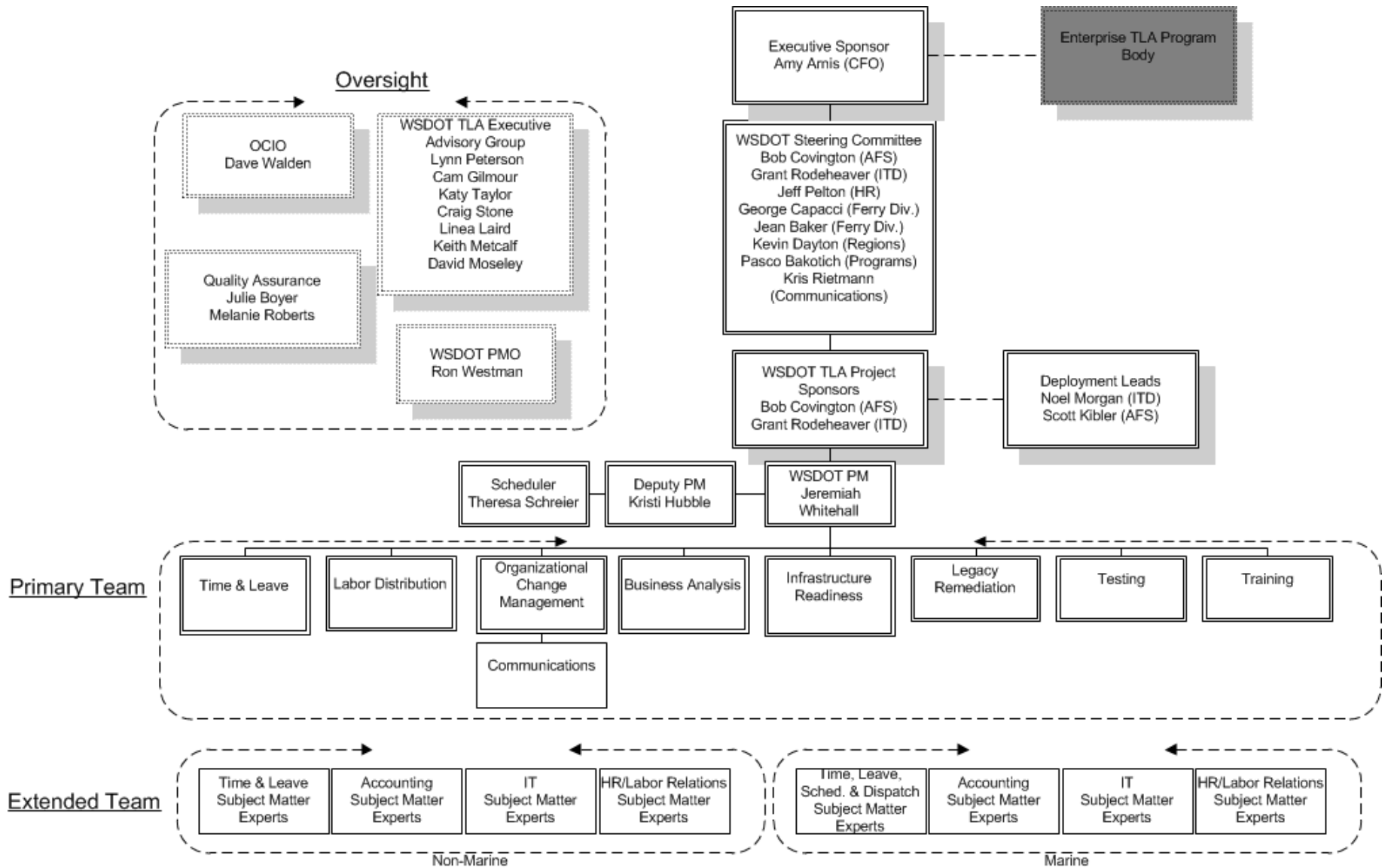
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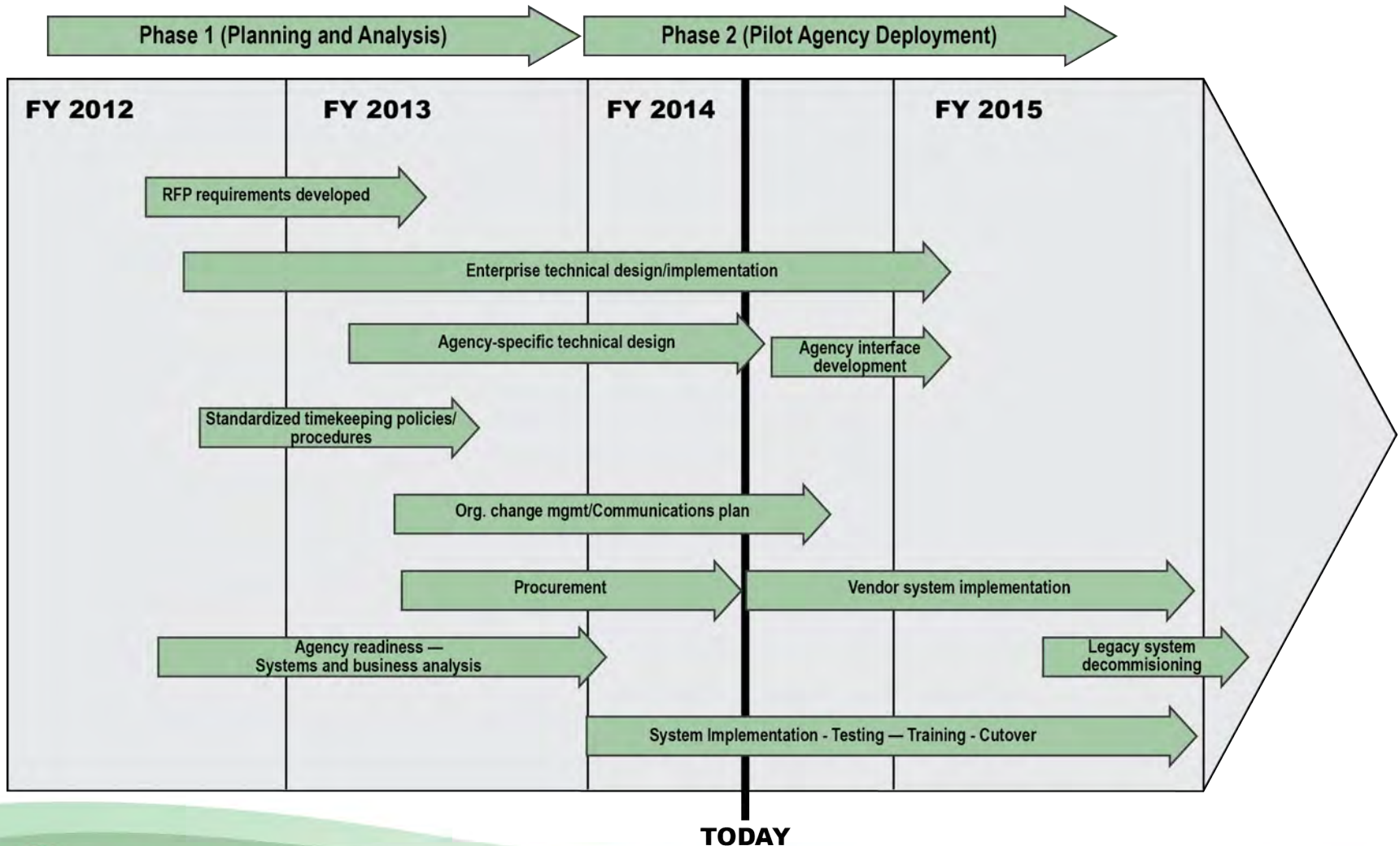
How does this impact you and your staff?

- Empowers employees with self-service time entry and self-service leave requests.

- Various options will be available as to how you will access the new system.

- Facilitates accurate pay by automating business rules based on collective bargaining agreements, WAC, and other required criteria.

- Use of actual labor expenditures to improve reporting and budget management.

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Status and next steps . . .

- WorkForce Software was selected as our TLA software provider in October. WSDOT was heavily involved in the selection process and we are very excited about the functionality and opportunities their software provides.

- Workforce is working with us on configuring the new system. Once the system is configured and tested, WSDOT will deploy TLA using a phased approach. The current schedule is:
  — Nov. 2014 – headquarters and WSF 2901 building
  — Jan. – April 2015 – remaining WSF employees
  — May – June 2015 – region employees

- You will learn more about the new system and training opportunities in the coming months.

- Communication is critical
  — There are a number of communication items in queue. Some of these include:
    o WSDOT TLA intranet site with Frequently Asked Questions (FAQ) section tailored specifically for the agency's employees.
    o Targeted communication to specific groups preparing them for the upcoming work and changes.
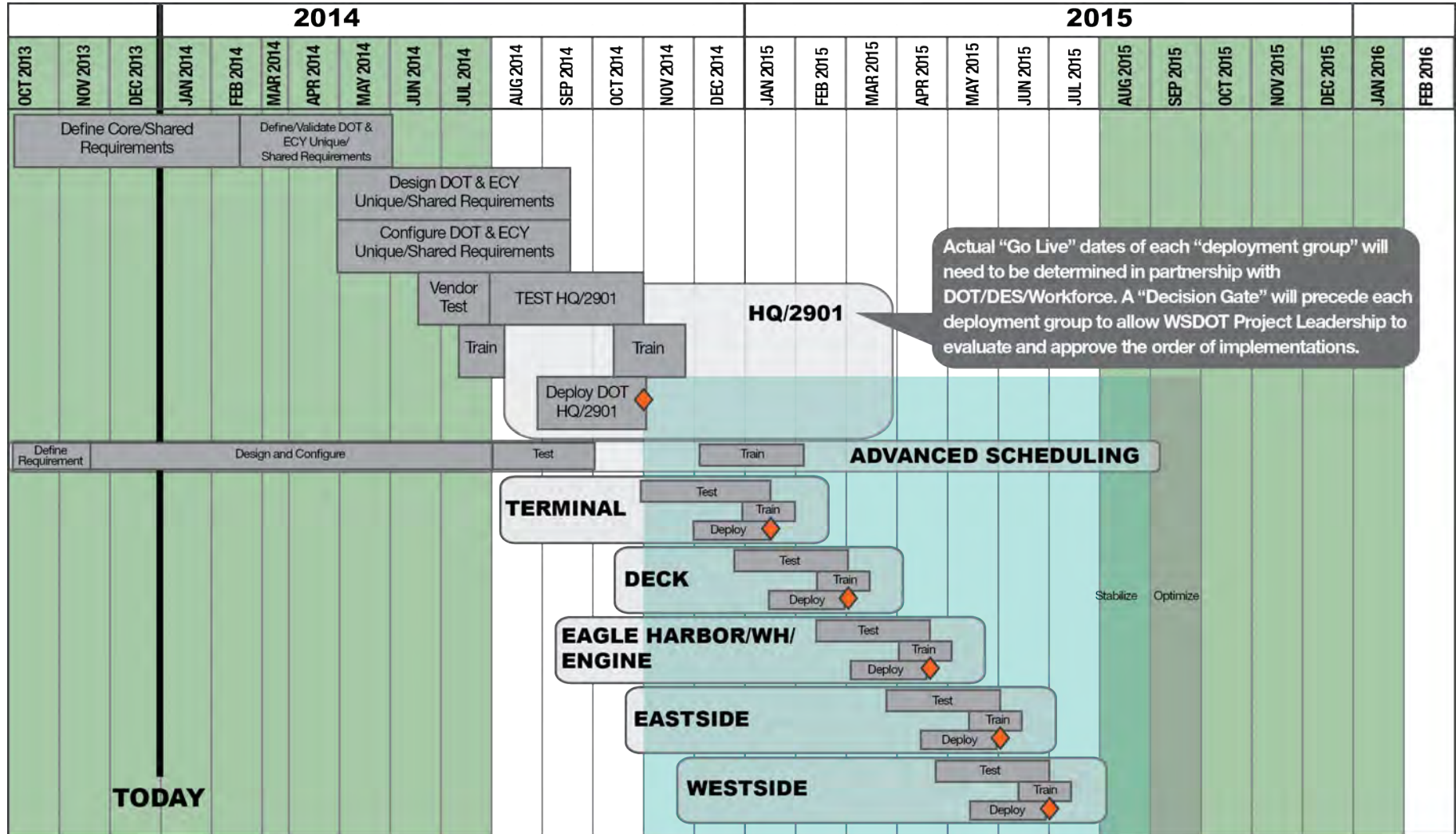
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Where are we at now?

Milestones

How do you get more information?

- **Website:** Check our TLA webpage.
  - www.wsdot.wa.gov/Employees/TLA/default.htm
  - Find and read Frequently asked questions

- Sign up for **GovDelivery**
  - Receive GovDelivery e-mail alerts with detailed information regarding TLA.
  - https://public.govdelivery.com/accounts/WADOT/subscriber/new?topic_id=WADOT_359

- **E-mail:** If you have more questions, please submit them to tla@wsdot.wa.gov.

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